

## **Municipal Civil Service Commission Examination Announcement**

420 BROADWAY ~ CITY HALL  
KINGSTON, NEW YORK 12401  
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[www.kingston-ny.gov](http://www.kingston-ny.gov)



### **OPEN COMPETITIVE**

<b><u>EXAMINATION TITLE:</u></b>	<b><u>Wastewater Treatment Plant Operator/Trainee</u></b>
<b><u>EXAMINATION NUMBER:</u></b>	<b><u>65210</u></b>
<b><u>EXAMINATION DATE:</u></b>	<b><u>June 6, 2015</u></b>
<b><u>SALARY RANGE:</u></b>	<b><u>\$33,389 – \$39,808 Pay grade 9 – Trainee Level</u></b> <b><u>\$40,122 - \$47,215 Pay grade 16 – Operator Level</u></b>

**APPLICATIONS MUST BE RECEIVED IN THE CIVIL SERVICE OFFICE NO LATER THAN MAY 22, 2015 BY 4:00PM**

**FEE:** A **\$20.00** non-refundable application fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Send check or money order (**NO CASH**), with examination number, payable to City Comptroller, City of Kingston, 420 Broadway, Kingston, NY 12401.

**APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a “Request for Application Fee Waiver and Certification” form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. You may get this form at the Civil Service Office, 420 Broadway, Kingston New York 12401 or on the website at [www.kingston-ny.gov](http://www.kingston-ny.gov).**

If your application is disapproved, the fee will not be refunded. You should carefully review the announced minimum qualifications and any residence requirements and apply only for those examinations for which you clearly qualify.

**VACANCIES:** A single eligible list will be established as a result of this examination and will be used to fill vacancies as they occur in the Kingston Wastewater Treatment Plant. Candidates who are successful in this examination and who possess the proper grade 3A certificate issued by the New York State Department of Environmental Conservation will be certified for appointment at the Operator level. Other eligibles will be certified at the trainee level and will be advanced to the journey level without further examination upon satisfactory completion of the certificate requirement.

**RESIDENCE REQUIREMENT/PREFERENCE IN APPOINTMENT:** You must be a resident of Ulster County for at least **30 days prior** to the date of examination to apply for this exam. Preference in appointment for City positions **may** be given to residents of the City of Kingston for at least **30 days prior to date of certification of the eligible list.**

**DUTIES:** This is a trainee position involving responsibility for learning the duties, responsibilities and routines in the operation and maintenance of a Wastewater Treatment Plant. The successful applicant will have a basic knowledge of science and elementary chemistry. A good knowledge and/or aptitude in the following areas are highly desirable; plumbing, electrical and mechanical systems. The incumbent will undergo on-the-job training to become qualified as a wastewater treatment plant operator and will assist in all aspects of the operation and maintenance of a wastewater treatment plant and

collection system. The work will be performed under the direct supervision of a licensed Wastewater Treatment Plant Operator. The incumbent will perform all related duties as required.

**MINIMUM QUALIFICATIONS:**

Graduation from High School or possession of a High School Equivalency diploma.

**SPECIAL REQUIREMENT:** An employee in this class is required to satisfactorily complete the training and experience requirements of the New York State Department of Environmental Conservation (DEC) for a license appropriate for the facility according to DEC guidelines. Upon receiving the proper license the incumbent is automatically promoted to WWTP Operator without further Civil Service testing and receives the salary increase to pay grade 16 indicated at the top of this announcement.

**SUBJECT OF EXAMINATION:** A written test designed to evaluate knowledge, skills and /or abilities in such areas as:

1. **MECHANICAL APTITUDE:** These questions test your ability to identify and understand how basic mechanical instruments such as motors and gears work.
2. **SAFETY PRACTICES:** These questions test your knowledge of basic safety practices.
3. **TOOLS AND READING OF SCALES AND GAUGES:** These questions test your ability to recognize or identify basic tools and their common uses and to make accurate readings of various types of dials, scales and gauges.
4. **ELEMENTARY CHEMISTRY AND GENERAL SCIENCE:** These questions test your knowledge of basic processes and concepts in chemistry and general science.
5. **UNDERSTANDING AND INTERPRETING WRITTEN MATERIAL:** These questions test how well you comprehend written material.
6. **BASIC MATHEMATICS:** These questions test your ability to use addition, subtraction, multiplication and division to solve basic arithmetic problems that might be encountered in water and wastewater treatment plant operations. Questions may also involve the use of fractions, decimals, averages, and percents.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

**CALCULATOR STATEMENT:** Use of calculators is **RECOMMENDED**.

**SPECIAL NOTE:** Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on their application. Candidates who are called to military service after filing an application should send requests for an alternate test date to Civil Service Office, 420 Broadway, City Hall, Kingston, NY 12401 as soon as possible before the test date.

**PREPARATION/RATING OF EXAMINATIONS RULE:** This examination will be prepared and rated in accordance with Section 23(2) of the civil Service law. The provisions of the New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

**CROSS FILER STATEMENT:** Applications may be obtained on our website at [www.kingston-ny.gov](http://www.kingston-ny.gov) or at the Civil Service Office, City Hall, 420 Broadway, Kingston, NY or by sending a legal-size self-addressed stamped envelope to: Municipal Civil Service Commission, 420 Broadway, Kingston, NY, 12401. Application received/postmarked after the filing deadline will not be accepted. This department does not acknowledge receipt of application and does not accept responsibility for non-delivery or postal delay. If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site.

If you have applied for both **STATE** and **LOCAL** government examinations, you must make arrangements to take all your examinations at the State Examination Center by calling (518)457-7022 no later than two weeks before the test date.

If you have applied for other local government examinations, call or write to each civil service agency to make arrangements. You must make your request for these arrangements no later than **TWO** weeks before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

**ALTERNATE TEST DATES:** Alternate test dates may be arranged upon review of the circumstances according to the Alternate Test Date Policy established by this department. Upon specific circumstances an alternate test date may be arranged. If a medical emergency prevents you from appearing for the examination, please notify this office no later than 4:00 PM on the Monday following the test date (Tuesday if Monday is a holiday) providing verifiable documentation of the reason. A determination will be made if you will be scheduled for an alternate test date.

**WEATHER EMERGENCIES:** in case of adverse weather conditions, any delay or cancellation, notice will be broadcast over local radio stations (WKNY, 1490) & (WGHQ, 920) 6 a.m. and 8 a.m. on the date of the examination.

**VETERAN'S CREDIT** Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Effective January 1, 1998 the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

**ADDITIONAL CREDITS FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:** In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent had served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**BACKGROUND INVESTIGATION:** Applicant may be required to undergo a State and National criminal history background investigation, which may include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background checks may result in disqualification.